



PLANNING BOARD SPECIAL PERMIT CHECKLIST

1. **APPLICATION FORM** – Completed, signed, and notarized ()
2. **FEE** – \$750 – Check, money order, or attorney's escrow account check. ()
3. **SHORT ENVIRONMENTAL ASSESSMENT FORM** – (Complete Part 1 only)
(Available from: <http://www.dec.ny.gov/permits/70293.html>) ()
4. **DISCLOSURE AFFIDAVIT** ()
5. **ONE COPY OF LEASE, DEED, OR CONTRACT OF SALE** ()
6. **ONE COPY OF THE CERTIFICATE OF OCCUPANCY** - May be obtained at the Building Division
located at One Manittton Court directly behind Town Hall – (631) 224-5470 ()
7. **ONE COPY OF A RADIUS MAP & NOTIFICATION LIST** – Signed and notarized. ()
8. **AFFIDAVIT OF NOTIFICATION AND POSTING** (upon completion by required date). ()
9. **THREE COPIES OF THE SITE PLAN** ()
10. **ONE COPY OF THE PROPERTY SURVEY** ()
11. **ONE COPY OF FLOOR PLAN** – Drawn to Scale (only necessary for restaurant, bar, tavern,
nightclub, billiard hall, showroom, personal services establishment, or indoor recreation). ()
12. **ONE COPY OF ELEVATIONS** - (If new construction or exterior changes are proposed.) ()



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- | | | |
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TOWN OF ISLIP
APPLICATION FOR MODIFICATION OF LAND USAGE

Petition to the Islip Town Board and/or Planning Board pursuant to the requirements of the code of the Town of Islip and New York State Town Law.

Town of Islip Planning Division
655 Main Street, Islip, New York 11751 • (631) 224-5450

REQUESTED MODIFICATION

☐ Change of Zoning District Classification to:
☐ Special Permit for: _____

☐ Modification of deed covenants and restrictions
Liber _____ Page _____ T.C. # _____

☐ Site plan design: _____

☐ Other: _____

Reason for request (use additional sheet if necessary):

Approval necessary prior to issuance of CO for proposed use.

PROPERTY OWNER

Name: _____

Address: _____

Tel. # _____

Fax _____

APPLICANT

Name: _____

Address: _____

Tel. # _____

Fax _____

Contractor/Kendee: ☒ Yes ☐ No

REPRESENTATIVE

Name: _____

Address: _____

Tel. # _____

Fax _____

DISCLOSURE

Is the applicant, owner, or anyone with financial interest in the property related to any officer or employee of the Town of Islip by blood, marriage or financial arrangement?

☐ Yes ☐ No

If yes, attach disclosure affidavit.

LAND USE AND SITE INFORMATION

- Tax Map # _____
- Location of property _____

Side of _____ Street _____ South of _____ Street

- School district name and number _____

- Existing zoning _____

- Area of site (sq. ft.) _____

- Is the property within 500' of the boundary line of:

Y ES NO

a. Town or village boundary ☐ ☐

b. County, state, or federal land ☐ ☐

c. County or state road ☐ ☐

d. Stream, drainage channel, or wetlands ☐ ☐

- Does the applicant/owner have any interest in contiguous property? ☐ ☐

- If yes, state tax map number(s) _____

- Have there been any previous zoning applications on the property within the past year? ☐ ☐

- Existing use of property: _____

- Proposed use of property: _____

- Proposed building floor area (include existing floor area if it is to remain): _____ sq. ft.

- Number of seats (if application is for a restaurant or other place of public assembly): _____

- Number of parking spaces required (in accordance with zoning ordinance): _____

- Number of parking spaces provided: _____

The information stated on this application and on supporting documentation is accurate and true. Any changes to this information prior to a decision by the board will be indicated in writing to the board.

Owner/Point of Contact (Print): _____

Signature of Owner: _____

Date: _____

Sworn to before me this _____ day of _____

in the year _____ Notary public: _____

NOTARY STAMP

DATE
STAMP

Important: Please be advised that by submitting the within application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

FOR OFFICE USE ONLY

TOTAL FEE RECEIVED \$ _____

RECEIVED
CZ

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| | | | | | |
|--|--|--|------------|-----------|------------|
| Part 1 - Project and Sponsor Information | | | | | |
| Name of Action or Project: | | | | | |
| Project Location (describe, and attach a location map): | | | | | |
| Brief Description of Proposed Action: | | | | | |
| Name of Applicant or Sponsor: | | | Telephone: | | |
| | | | E-Mail: | | |
| Address: | | | | | |
| City/PO: | | | State: | Zip Code: | |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. | | | | NO | YES |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: | | | | NO | YES |
| 3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres | | | | | |
| 4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland | | | | | |

| | | | |
|--|-----------|------------|------------|
| 5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan? | NO | YES | N/A |
| | | | |
| | | | |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape? | NO | YES | |
| | | | |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____ | NO | YES | |
| | | | |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action? | NO | YES | |
| | | | |
| | | | |
| 9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____ | NO | YES | |
| | | | |
| 10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____ | NO | YES | |
| | | | |
| 11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____ | NO | YES | |
| | | | |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area? | NO | YES | |
| | | | |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____ | NO | YES | |
| | | | |
| | | | |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban | | | |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? | NO | YES | |
| | | | |
| 16. Is the project site located in the 100 year flood plain? | NO | YES | |
| | | | |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____ | NO | YES | |
| | | | |
| | | | |

| | | |
|---|-----------|------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____ | NO | YES |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____ | NO | YES |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____ | NO | YES |
| I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____ | | |

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

| | No, or small impact may occur | Moderate to large impact may occur |
|--|---|--|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | | |
| 3. Will the proposed action impair the character or quality of the existing community? | | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | | |
| 7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities? | | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | | |

| | No, or small impact may occur | Moderate to large impact may occur |
|---|---|--|
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | | |

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

DISCLOSURE AFFIDAVIT

Tax Map No. 0500- _____

Re: Application of _____

STATE OF NEW YORK)

: SS.:

COUNTY OF SUFFOLK)

That in connection with the above captioned application to the Planning Board, I,
_____ the (applicant herein), (an officer or agent of the corporate applicant,
namely, its _____, swear or affirm under the penalties of perjury, that
no other person will have any direct or indirect interest in this application except
_____(in case
of corporations, all officers of the corporations and stockholders owning more than 5% of the
corporation stock must be listed. Use attached sheet, if necessary).

That* (I am not) (none of the officers or stockholders are) related to any officer or employee of
the Town of Islip, except _____.

That there is not any state or local officer or employee, a member of a board of commissioners
of local public authorities or other public corporation within the county (exclusive of a volunteer
firemen or civil defense volunteer) interested in such application.

Sworn to before me this
_____ Day of _____, 20____

* cross out the phrase where it is not appropriate

LIST OF PROPERTY OWNERS WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PARCEL

NOTE: Include NAME, ADDRESS, and TAX MAP NUMBER for each property owner.
ALL ENTRIES MUST BE TYPED.

| | | |
|-------|--|--|
| _____ | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

NAME OF PREPARER: _____ TITLE: _____

ADDRESS: _____

SIGNATURE OF PREPARER: _____ DATE: _____

NOTARY: _____

NOTE: Reproduce this sheet as needed for additional address list space.

.....RE: _____

Dear

This is to Notify you that there will be a public hearing before the Town of Islip Planning Board at Town Hall, 655 Main Street, Islip, New York on <<Hearing Date>> at <<7:30>> P.M.

The purpose of this hearing is to discuss the merits of the proposal for the above captioned property to:

- a. Change the zoning district from _____ to _____.
- b. Obtain a Special Permit from the Town/Planning Board for
_____.
- c. Modify the site plan design for
_____.
- d. Modify the following deed covenant or stipulation filed with the Suffolk County Clerk:
_____.

Proposed plans and _____ n be reviewed at the Planning Department located at the Islip Town Hall, 655 Main Street, Islip, New York or by Telephone at (631) 224-5450.

Although written notification is given only to those within 200 feet of the subject property, please feel free to mention this application to any neighbor who may care to attend. At this meeting, all who choose to speak will be given the opportunity to be heard. This meeting is a major influence on the outcome of this application. If you have any interest in this proposal, we urge you to attend.

Very truly yours,

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF NEW YORK

SS:

COUNTY OF SUFFOLK

THE UNDERSIGNED, being duly sworn, deposes and says that in compliance with the requirements of the Islip Town Planning Board, hereby certifies that all property owners within 200 feet of the subject zoning application located at _____, Town of Islip, Suffolk County, New York have been notified by certified mail (as per the attached certified mail receipts) dated _____ advising said property owners within 200 feet that a public hearing will be held by the Islip Town Planning Board at 7:30 p.m. on _____, 20____ at the Islip Town Hall, 655 Main Street, Islip, New York and that the applicant has conspicuously posted signs on the property advertising the date, time, and reason for the public hearing before the Planning Board.

Signature

Print Name

Sworn to before me this

_____ Day of _____, 20 _____

Notary Public

INSTRUCTIONS FOR
NOTIFICATION OF SURROUNDING PROPERTY OWNERS
AND
SAMPLE NOTIFICATION LETTER

Prior to the Planning Board public hearing, all property owners within 200 feet of the subject parcel must be notified. It is the applicant's responsibility to prepare an accurate list of surrounding property owners and to notify them of the time and date of the Planning Board Public Hearing. The procedures below must be followed:

1. List A list of all property owners within a 200 foot radius must be prepared and submitted with the application. This list must be signed and notarized. A form is in the application package for your use. If the applicant owns or has an interest in property contiguous (adjacent) to the subject parcel, the list shall include property owners within 200 feet of the contiguous property. The list should include the Suffolk County Tax Map Number and the name and address of the owner of record for each parcel. This list must be prepared from the current records of the Town Assessor. The Town Assessor's Office is located at 40 Nassau Avenue, Islip directly behind the Main Town Hall. Please make a photocopy and save for yourself.
2. Notification After you submit a complete application, the Planning Department staff will review it and schedule it for a Planning Board public hearing. You will be notified of the date of the Planning Board public hearing and then be required to ***notify the surrounding property owners as they appear on the notification list at least ten (10) days prior to the hearing.*** Please review the attached sample notification letter and follow its format.
The notification must be certified mail, return receipt requested.
3. Signs The applicant is required to post ***PUBLIC NOTICE SIGNS on the subject parcel at least ten (10) days prior to the hearing.*** These signs are available at the Planning Department. At least three (3) signs shall be posted on each parcel and more may be required depending on the size of the parcel. ***These signs should be removed immediately after the public hearing.***
4. Affidavit After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit and Affidavit of Notification and Posting and proof of mailing to the Planning Department. A copy of this Affidavit is attached hereto.

GUIDELINES, INSTRUCTIONS AND APPLICATION
FOR
PLANNING BOARD SPECIAL PERMIT
Effective January 31, 2011

What is a Special Permit?

A Special Permitted use is a one permitted by zoning but is subject to additional requirements or conditions as determined by the Planning Board. Obtaining a special permit entails a review process that ensures compliance with the zoning ordinance and preventing adverse impacts to the neighborhood arising from uses that require special attention.

The Planning Board is authorized by the Town Board through New York State Town Law §274-b to review and approve special permits as prescribed in §68 of the Islip Town Zoning Code. The Board will review the permit in conjunction with the standards of the Subdivision & Land Development Regulations and criteria set forth in §68-34.

The Board may grant the permit if requirements are met and impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed special use permit. The Board will deny an application only if it is clear that the adverse impacts of such a use cannot be mitigated and present either a public hazard, nuisance or danger to patrons and surrounding residents.

THE APPLICATION

In order to develop a complete application for submission to the Planning Department, please follow the numbered sections below - 1 through 10. Under each numbered section are the complete instructions on how to fill out the required form or how to locate the required information. If, after staff review it is determined that this additional information is needed, you will be immediately notified.

An application package is attached in order to aid you. You will find the following; **an application form, a notification list, and a short environmental assessment form.** Please take these forms out and review them as you read about how to fill them out. These forms should be filled out as follows:

1) APPLICATION FORM (TOWN OF ISLIP APPLICATION FOR MODIFICATION OF LAND USE. REQUESTED MODIFICATION)

Check the second box Special Permit for and enter the type of use.

Property Owner This should be as it is recorded in the Town of Islip Assessors Office. The Assessors Office is located at 40 Nassau Avenue directly behind Town Hall.

Applicant This is the name of the business if incorporated and/or yourself.

Representative This can be you, your attorney, or anyone else that you may want to present the application such as the property owner, expediter, and/or an architect or engineer.

Disclosure Check yes or no

LAND USE AND SITE INFORMATION

Tax Map #0500- Enter the Section, Block and Lot #s

This information can be received from the owner, the Tax Assessor, the Planning Department, a tax bill, or the Certificate of Occupancy.

Location of Property: Use the address and location from the nearest intersection.

School district name and number: Enter the appropriate name.

Existing Zoning: This information can be obtained from the owner, the parcel's Certificate of Occupancy, the Assessor's Office or the Planning Department.

Area of Site sq.ft. This information can be obtained from the owner, the survey, the site plan, the parcel's Certificate of Occupancy, the Assessor's Office or the Planning Department.

Is the property within 500 feet of the boundary line of: Check the boxes on the form as appropriate.

Does the applicant/owner have any interest in contiguous property: If you are not sure, leave this answer blank.

Existing use of property: State what is there, such as a shopping center, freestanding commercial building, etc.

Proposed use of property: State the additional new use.

Proposed building floor area sq.ft: Enter the square footage of the proposed use.

Number of seats: if applicable.

Number of parking spaces required: This is determined by the table at the end of the Subdivision & Land Development Regulations. Each class of use on the property must be summed up in square footage and divided by the formula as shown on the table. This number should also be on the site plan.

Number of parking spaces provided: From the site plan or from counting conforming spaces at the site.

NOTE: Sign the completed form in front of a Notary Public and have the Notary sign and stamp it. A Notary Public is often available at the Town Clerk's Office on the main floor.

2) FEE

The fee for a Special Permit application is \$500.00. An additional \$250.00 is required if a public hearing will be needed. Make checks payable to the Town of Islip. Please find a fee schedule attached for your convenience.

3) COPY OF LEASE, DEED OR CONTRACT OF SALE

4) ONE COPY OF THE CERTIFICATE OF OCCUPANCY (CO)

This is available for a small fee from the Building Department on the first floor of 1 Manitton Court (immediately behind Town Hall). This Certificate of Occupancy indicates what the Town has on record as being **legally** constructed on the subject parcel. If the Certificate of Occupancy does not conform to what actually exists the owner will have to correct this problem.

5) THREE COPIES OF THE SITE PLAN

The landlord and/or property owner may have this information. If not, this information may be available from the Division of Engineering or one will have to be developed by a licensed architect, professional engineer, or licensed surveyor. In some instances a survey may serve in lieu of a site plan if the site is fully developed and no site changes are proposed or required (i.e. a downtown location). ***Please indicate the portion of the building where the proposed use is to be located.**

6) TWO COPIES OF THE PROPERTY SURVEY

This shows the property boundaries, where buildings and parking areas are located and entrances and exits to the property. Submit the latest survey you have. This may be available at 1 Manitton Court.

7) SHORT ENVIRONMENTAL ASSESSMENT FORM

The State required that this application be reviewed in light of environmental considerations. In addition other government agencies may require a copy of this form in order to review your application.

Note: Do Only part I. DO NOT fill out part 2 of the assessment.

8) ONE COPY OF A RADIUS MAP & NOTIFICATION LIST

Please follow the instructions listed on the form entitled Instructions for Notification of Surrounding Property Owners.

Required Mailing

When you receive your hearing date you must send out by certified mail, return receipt requested a letter of notice to all persons appearing on your notification list at least ten days before the hearing. A sample of this letter is in your application package. You must submit the receipt as well as the returned green cards to the Planning Department before the hearing. A copy of the letter you sent out is also required to be submitted.

Required Posting

You are also required to post PUBLIC NOTICE signs at least ten days before the hearing. Please return the affidavit saying that this has occurred to the Planning Department the day before the hearing. This form is also required to be notarized. The public Notice signs are available at the Planning Department Office.

9) One Copy of the Floor Plan (for restaurant, billiard hall, or indoor recreation use only)

THE HEARING PROCESS

After submitting your complete application you will be notified of the hearing date. At this time you should obtain your postings (Public Notice signs) and prepare your mailings notifying the owners within 200 feet (on your notification list) of the hearing date as explained previously.

Remember that this mailing must be done at least ten (10) days in advance of the hearing date and it must be sent out by registered, return receipt requested mail. The receipts are proof that this notification mailing has occurred. You also must post the property ten (10) days in advance of the hearing date with the Public Notice signs given to you by the Planning Department staff.

At the hearing your application will be called in the order as they appear on the agenda. You or your representative will be required to explain your application. Describe where the site is and what you intend to do there. Describe the type of service, hours of operation, etc.

The Board will then ask you questions. The Board will ask if anyone at the hearing has questions or wishes to speak. Often neighbors will have questions and concerns regarding the application.

It is not required that you use a representative but you should feel confident with our ability to speak in a public forum if you decide to present your application yourself. It is strongly encouraged that you attend a hearing prior to yours in order to see both the process and make an educated judgment regarding your ability to present your application yourself.

At the conclusion of the hearing the Board will do one of two things:

1. reserve decision in order to review the information presented to them at the hearing,
or
2. either approve or deny the application.

It is customary that the Board reserve decision and make a decision at a subsequent hearing. While not required, it may be prudent to attend this hearing as well if your application raised a number of issues or concerns.

SPECIAL PERMIT CONDITIONS

If the Board grants an application they usually place Special Permit conditions on the permit to mitigate potential impacts of the proposed use. The Board will also attempt to bring older sites more into conformance with current standards. For example, garbage enclosures may be required. Sometimes landscaping and fencing improvements will be required in order to screen

views, prevent light encroachment into residential areas, and/or contain litter. Drainage problems will always be required to be repaired. In all cases the site will be inspected and a list of conditions developed before the decision. Other conditions may be placed in reaction to concerns that arise at the hearing.

AFTER THE HEARING

If your application was granted it is likely required that you apply for and receive a building permit in order to make any interior alterations and possible structural changes.

You may also be required to receive approvals from other government agencies (i.e. Suffolk County Dept. of Health Services; New York State Depart. of Environmental Conservation, etc.).

SITE PLAN ADMINISTRATION

During the Special Permit application process, the Division of Engineering will inspect the subject property for safety concerns and maintenance issues. Items such as sidewalk flags, litter, and dead landscaping may be identified at this time. The Town may withhold certain permits from being issued until these items are addressed. It is recommended that you review the site plan submitted with your Special Permit application in conjunction with the property owner in order to identify and resolve maintenance issues before the Division of Engineering makes its inspection. A copy of the inspection checklist is included at the end of this document for your reference.

If the site and/or submitted site plan do not meet the standards of the current Subdivision & Land Development Regulations or requires modifications that are not waived by the Planning Board, it may be necessary to file and obtain Site Plan approval. This will require that a new site plan be prepared by a licensed architect, engineer or surveyor that meets the current requirements to the maximum extent practical. This application is submitted to the Division of Engineering and its approval will be required before a change of use is granted.



SCHEDULE OF FEES – PLANNING DIVISION

(Contact the Building Division at (631) 224-5466 for Building Permit fees)
Effective March 28, 2013

APPLICATIONS SUBJECT TO TOWN BOARD REVIEW

| | |
|-----------|--|
| \$750.00 | Change of Zone/Special Permit for parcel up to one acre |
| \$200.00 | - Fee per additional acre or fraction thereof |
| \$700.00 | Modification of Covenants or Special Permit Restrictions for parcel up to one acre |
| \$150.00 | - Fee per additional acre or fraction thereof |
| \$900.00 | Placement of Road on the Official Map |
| \$250.00 | Rehearing Fee |
| \$1500.00 | Traffic Impact Study Review Fee |

APPLICATIONS SUBJECT TO PLANNING BOARD REVIEW

ZONING

| | |
|----------|---|
| \$750.00 | Special Permit (vehicle repair, restaurant, conveniences, etc.) |
| | Special Permit for Transmission or Receiving Tower |
| \$750.00 | - Commercial Use |
| \$400.00 | - Residential Use |
| \$500.00 | Modification of Planning Board Restrictions |
| \$50.00 | Review of Restaurant Outdoor Seating (Business District Only) |
| \$500.00 | Certificate of Appropriateness (Planned Landmark Preservation District) |
| \$100.00 | Planning Board Sign Review |

SUBDIVISION

| | |
|----------|---|
| \$900.00 | Major Subdivision or Review of Condominium Unit Designation Map – Base Charge |
| \$200.00 | - Fee Per Lot – In Addition to Base Charge |
| \$400.00 | Minor Subdivision – Base Charge |
| \$150.00 | - Fee Per Lot – In Addition to Base Charge |
| \$750.00 | Bond Reduction/Release (One Fee for Both) |

SITE PLAN – Performed by Engineering Division – (631) 224-5360

| | |
|----------|--|
| \$700.00 | Site Plan Review (Base Charge – plus site specific charges assessed at time of approval) |
| \$100.00 | - Fee per additional acre or fraction thereof – In Addition to Base Charge |
| \$400.00 | - Fee if Minor Subdivision required with Site Plan Review |
| \$500.00 | Modification of Site Plan Requirements |
| \$250.00 | Public Hearing Fee (For Buffer Reduction and Parking Modification in Excess of 25% of Required Amount) |
| \$900.00 | Road Opening Permit – Base Charge |
| \$200.00 | - Fee Per 100 Linear Feet of Road Length (Centerline Measurement) – In Addition to Base Charge |
| \$50.00 | Renewal of approved site plan – One time only, prior to expiration |

ENVIRONMENTAL

| | |
|----------|---|
| \$275.00 | Wetlands and Watercourses Permit Review and Land Clearing Permit Review |
| \$100.00 | Amendment or Extension of Unexpired Wetlands or Land Clearing Permit – No Renewals Permitted |
| \$500.00 | Environmental Assessment Review – IDA applications not previously reviewed under Planning application |
| \$750.00 | Environmental and Traffic Impact Statement Analysis – Base Charge |
| | - (Variable depending on cost of report preparation, processing, and consultant review fee) |
| \$10.00 | FEMA Flood Zone Determination/PRP Extension Review |

MISCELLANEOUS

| | |
|---|---------------------------------|
| Request for written zoning information | \$25.00 plus any copy fee below |
| Subdivision and Land Development Regulations | \$30.00/ea |
| Street Map | \$6.00/ea |
| Zoning Map/Official Map Volumes – See Zoning Map Request Form | Variable |

DOCUMENTS AVAILABLE UNDER F.O.I.L.

| | |
|--|------------|
| COPIES/PRINTS – B&W/Color – Small Format (up to 8.5" x 14") | \$0.25/pg |
| COPIES/PRINTS – B&W – Small Format (11" x 17") | \$0.50/pg |
| COPIES/PRINTS – Color – Small Format (11" x 17") | \$5.00/pg |
| COPIES/PRINTS – B&W – Large Format (22" x 34" & 36" x 44") | \$5.00/pg |
| COPIES/PRINTS – Color – Large Format (22" x 34" & 36" x 44") | \$20.00/pg |

DOCUMENTS AVAILABLE AS A COURTESY TO THE PUBLIC

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|---|-------------|
| PRINTS – B&W – Small Format (up to 11" x 17") | \$50.00/pg |
| PRINTS – Color – Small Format (up to 11" x 17") | \$75.00/pg |
| PRINTS – B&W – Large Format (22" x 34" & 36" x 44") | \$75.00/pg |
| PRINTS – Color – Large Format (22" x 34" & 36" x 44") | \$100.00/pg |

PAYMENT POLICY: Payment may be made by cash or check. A receipt will be issued for all transactions. Checks must be made payable to The Town of Islip. Checks in excess of \$250.00 must be certified, excluding Attorney Escrow Accounts. A \$15.00 fee will be charged for any returned checks.

REFUND POLICY: Applications withdrawn prior to the scheduling and advertisement of a public hearing shall be refunded the full application amount, minus a fifty dollar non-refundable charge. Planning and Town Board applications withdrawn prior to a Planning Board decision will be refunded one-half of the application fee (up to \$500.00 maximum after receiving a Planning Board recommendation to the Town Board may be refunded a maximum of \$ 250.00.)